



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON HESSEN  
UNIT 20193, BOX 0001  
APO AE 09165-0001

REPLY TO  
ATTENTION OF

IMEU-HAN-HRM

JUL 19 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy (CP) 1-1, USAG Hessen Policy Letter and Standard Operating Procedure Approval Procedures

1. PURPOSE: To establish standardized processing procedures for approval of policies and standard operating procedure (SOP) directives within the US Army Garrison (USAG) Hessen area of responsibility.
2. APPLICABILITY: This policy pertains to all USAG Hessen policies and SOPs and those of our indirect reporting garrisons.
3. RESPONSIBILITIES:
  - a. Commander, USAG Hessen is the approving authority for all garrison command policies involving indirect reporting garrisons and all policy letters drafted by USAG Hessen Directorates and Special Staff.
  - b. The USAG Hessen Deputy to the Commander is the approving authority for all SOPs that apply to operations throughout the USAG Hessen area of responsibility, to include external SOPs for front door activities.
  - c. USAG Hessen Directors and Special Staff will review all appropriate policies and SOPs and prepare each final package for command approval, to include staffing for comments with appropriate indirect reporting garrison directorates, special staff and IG and/or legal reviews. They will consider the following:
    - (1) Whether current policies and guidance from higher headquarters already adequately cover the subject.
    - (2) Whether a current or recently suspended garrison policy or SOP can be revised to adequately cover the subject.
    - (3) Ensure that the policy or SOP is written in a manner that clearly and adequately compensates for legitimate variances between our indirect reporting garrisons without leading to a confusing double standard.

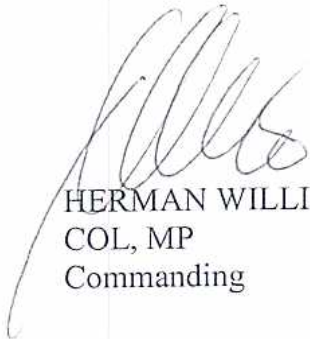
4. PROCEDURES:

a. All existing indirect reporting garrison policies which a garrison commander wishes to retain must be submitted to the USAG Hessen Commander for approval. Indirect reporting garrison internal SOPs will remain in effect unless they conflict with procedures as directed by the Commander USAG Hessen or his Deputy.

b. All newly proposed policies and SOPs will be submitted through the appropriate USAG Hessen Director or Special Staff for review and staffing. The respective USAG Hessen Director or Special Staff will determine what type of policy or SOP is needed, prepare the appropriate package for signature, and effect the required staffing. At a minimum, the final prepared package will include the prepared policy or SOP (hard copy and disk), comments received from all appropriate staffing, IG review and legal review where required. Copies of references cited in the policy will also be included in hardcopy, disk or on CD.

c. The completed package will be fully reviewed by the appropriate USAG Hessen Director or Special Staff and certified to be complete and correct prior to forwarding to the USAG Hessen Adjutant. The Adjutant will review the package for completeness, assign a policy number as needed and forward the package to the Deputy to the Commander for review. The package will be returned to the submitting Director or Special Staff for any corrections or missing items. When approved, SOPs will be signed by the Deputy. Approved policy letter packages will be forwarded to the Commander for signature.

5. The point of contact for this policy is the USAG Hessen Adjutant, at DSN 323-3001.



HERMAN WILLIAMS III  
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Commanding

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